



PROCUREMENT NEWS AND NOTES

FYE – Thanks! Thanks to all agencies for getting projects to us in a timely manner to ensure completion by fiscal year end.

Central Stores Remains Open for Business. As a reminder, the Central Stores program remains open for business as usual. It will continue to supply janitorial products and fine and coarse paper, in addition to office supplies, as it has for the past 25 years. An RFP seeking a contractor to provide on-line ordering of office supplies will be issued soon.

Welcome Bob Oliver! Bob Oliver joined the State Procurement Bureau as a Contracts Officer on May 16, 2005. Bob brings several years of procurement experience from both the federal government and private sector. Bob is a native of Houston, Texas, and most recently worked for the Bechtel Corporation, a large engineering and construction contractor headquartered in California.

Updated RFP Manual and RFP Templates Issued. The State Procurement Bureau recently issued a revised RFP Manual and revised RFP Templates by posting them on the following website address:

<http://www.discoveringmontana.com/doa/gsd/procurement/rfpprocess.asp>. One significant change was to eliminate the reference to "company financial information" as being material that can be protected from public disclosure. This exception was eliminated through the passage of HB 67 during the recent legislative session. The bill took effect July 1, 2005. In addition, the RFP Template has been modified for use as either a "Short Response Form" or "Long Response Form" RFP thereby eliminating the need for two separate RFP

templates. Agencies should begin using the new templates immediately.

Change in Independent Contractor Exemption Certification Laws. The 2005 Legislature passed SB 108, which took effect upon the approval and signature of Governor Schweitzer on April 28, 2005. The effect of the bill was to increase the required fee to obtain an independent contractor exemption certificate, to change the application form and required documentation, and to verify the applicant is in a business for each listed occupation.

All individuals who apply for the independent contractor exemption certificate are now required to: (1) pay \$125; (2) complete the Independent Contractor Exemption Certificate (ICEC) application; (3) complete the Waiver; and (4) submit documentation verifying they are in a business. No applicants for the ICEC can be awarded the certificate without all the required materials. For more information visit the Department of Labor and Industry's website at www.mtcontractor.com or call 444-9029.

Procurement Training Opportunities. Penny Moon, SPB Senior Contracts Officer, will be offering the following classes over the next several months. Contact the Professional Development Center at 444-3985 or e-mail pd01@state.mt.us for registration and cost information.

- **Basic Purchasing** – Thursday, October 6, 2005.
- **Advanced Purchasing** – Thursday, November 3, 2005.
- **Initiating and Navigating the RFP Process** – Thursday, November 17, 2005.

FACILITIES MANAGEMENT NEWS AND NOTES

Capitol Complex Grounds Maintenance Transfer. Effective July 1, 2005, the maintenance of the Capitol Complex grounds, including lawn maintenance and snow removal, will be transferred from the Department of Fish, Wildlife, and Parks to the General Services Division of the Department of Administration. The Facilities Management Bureau will handle the duties and responsibilities. The main contact for grounds maintenance is still Maynard Lafond. He can be reached at 444-3060.

Capitol Complex Access Control Project. Effective July 1, 2005, all of the exterior entries into the major buildings on the Capitol Complex will have been equipped with access control card readers. This project is the culmination of four months of work to increase the level of safety and security on the Capitol Complex.

The General Services Division (GSD) has also put in place a maintenance service agreement to maintain the current and future systems. Technical support will be provided 24/7 to troubleshoot and assist in the necessary repairs and modifications. For any questions with regard to access, please contact GSD at 444-3060.

Helena Storage Space Available. The General Services Division has storage space available at the Old Liquor Warehouse located at 920 Front Street. The storage is located in the basement of the building, but is accessible by elevator and loading docks. If any agency is interested, please contact GSD at 444-3060.

Electrical and Gas Savings. With the rising costs of electricity and natural gas, it is still imperative that state government continue to conserve and identify more reduction measures throughout the various agencies and buildings. The price increases of 2005 will require state agencies to further implement and improve on the already great progress that has been achieved in conservation measures. Please contact Doug Olson at 444-3060 with any questions on conservation measures or further areas of energy savings.

Recycle Montana (Reduce, Reuse, Recycle). During calendar year 2004, State of Montana employees in the Helena area recycled materials that diverted over 353.5 tons of materials from area landfills.

Materials recycled this year include: Computer Paper – Corrugated Cardboard – Newsprint –

Office paper – Phone books – Magazines – Scrap Metal – Copper – Aluminum plus other small amounts of odds and ends. **NOTE:** If you haven't already done so, recycle your old phone directories. Please place them by the recycling bins for collection or contact your building Recycle Coordinator for additional information.

Please visit our website at the following address: <http://discoveringmontana.com/doa/gsd/resources/recycling.asp>. If you have questions about the Recycle Montana Program or would like to get more actively involved, contact Bill Covey at 444-9520 or e-mail bcovey@state.mt.us

Emergency Management within the Capitol Complex. GSD has been actively working with several state agencies and local response entities to better prepare the Capitol Complex for an incident, emergency or disaster. One of the initiatives has been the implementation of an Automated External Defibrillator (AED) plan to respond to heart attack situations. This plan can be viewed at the following website:

<http://www.discoveringmontana.com/doa/gsd/agency/AEDplan.asp>.

These lifesaving devices have been put into service within several of the buildings in the complex and approximately 140 employees have been trained in the American Heart Association (AHA) Heartsaver AED program. The goal is to have an AED in each building occupied by state employees within the Capitol Complex.

Currently, AED's are located in the following buildings:

Agency/Building	Location within Building
DPHHS/Cogswell	Third Floor C-317; Second Floor C-214
DPHHS/Sanders	Room 202
Capitol	Security Desk on Ground Floor and Rotunda, Second Floor, East Side
Historical Society	East of Information Desk
Law Enforcement Academy	Main Administration Building Office Area
DNRC/Water Resource Division	Second Floor, SE entrance
FWP Headquarters	Front Desk Main Floor
MDT	1 on Each Floor and 1 in Equipment Shop
Beck Building	First Floor and Second Floor
USF&G Building	1 near Lunchroom in Basement and 1 on Middle Floor Near North Entrance
State Auditor's Office	Second Floor Near Mail Area
GSD/Old Livestock Building	Room 208

Employees located in these buildings should become familiar with the location of the AED device within their building. If employees are interested in obtaining

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training on use of the devices, they should contact GSD at 444-3060.

Another initiative being undertaken by GSD is the development or updating of an Emergency Action Plan (EAP) for each building. EAP's are critical in that they dictate the actions people will take during an incident, emergency or disaster. A crucial piece of an EAP is the evacuation of people with permanent or temporary disabilities. One method for assisting people with disabilities during an evacuation is the Evacutrac Chair. Since elevators are not an option during a building evacuation, particularly during fires, these devices are strategically located within buildings as needed to assist with evacuations. For questions on emergency planning within the complex, please contact Lou Antonick at 444-3060.

2005 PROCUREMENT LEGISLATION SUMMARY

During the 2005 legislative session, 27 bills were introduced that would have impacted Montana public procurement. Sixteen of those bills did not pass.

The major piece of procurement legislation that did pass was HB 67, which was introduced at the request of the Department of Administration. The bill was effective July 1, 2005. Highlights of the bill include: removing the \$100,000 ceiling on the acceptance of letters of credit for contract security; removing the sunset provision on the Department's ability to use alternative procurement methods; providing clarifying language regarding bids and proposals; and removing a provision that required the state to withhold certain information from public inspection regarding vendor responsibility.

Other bills that agencies should be aware of that impact public procurement include HB 198 regarding the use of student interns, SB 23 concerning contractor registration, SB 108 and 132 regarding independent contractors, SB 299 regarding the privatizing of state services, and SB 335 concerning blind vendors.

Of interest to public procurement professionals are several bills that did not pass: HB 521 establishing a bid preference for food produced in Montana; HB 565 regarding contracted government services accountability; HB 640 concerning requirements for information technology contracts; HB 785 concerning the security of confidential information accessible via contracted services; HB 794 creating criminal and civil penalties for violations of "right to know"

requirements; SB 149 requiring that state service contracts be performed by U.S. citizens or legal aliens; SB 379 regarding corporate accountability; and SB 483 concerning "corporate bad actors."

Complete text of these bills may be found at [http://laws.leg.state.mt.us/pls/laws05/LAW0200V\\$.start](http://laws.leg.state.mt.us/pls/laws05/LAW0200V$.start) up or for more information, contact Sheryl Olson at 444-3315.

PRINT AND MAIL SERVICES NEWS AND NOTES

USPS Current and Proposed Rates. On April 8, 2005, the Postal Rate Commission filed a rate case to raise prices 5.4% for almost all categories of mail. The rate increase hinges on how Congress rules on the USPS obligation to fund the \$3.1 billion escrow requirement imposed by Public Law 108-18. Should legislation be enacted that eliminates the escrow funding requirement, the rate case will be withdrawn. The proposed rates, if implemented, will take effect no earlier than January 2006.

Example of Rate Changes:

<u>Mail Class</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
1 st Class Letter	\$0.37	\$0.39
Automated Rate Letter	\$0.352	\$0.371
Postcards	\$0.23	\$0.24
Priority Mail 1 lb.	\$3.85	\$4.05
Standard Rate Letter (Bulk Hand Sort)	\$0.268	\$0.28
Standard Rate Letter (Automated Sort)	\$0.194	\$0.204

Addressing Foreign Mail. Mail Services continues to have foreign mail returned from the Post Office, especially Canadian mail. This process, unfortunately, can take a long time, sometimes up to two weeks for the return mail. Canada Post has advised the USPS that there is now only one addressing standard for Canada. The last line of the address **MUST** show only the country name, written in full (no abbreviations) and in **Capital Letters**. There must be TWO spaces between the province abbreviation and the postal code. For example:

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A0B1
CANADA

State agencies need to check their address files to accommodate this standard for foreign mail. Once a

letter is returned for address correction, you will have to pay postage a second time for mailing. If you have questions, please contact Dennis McAlpin at 444-4190.

Printing Services. Quality print projects start with having good design and file integrity. At Print Services we can help in both areas. If you need a printed project, we can do the desktop design work for you. Or, if you have designed a form or brochure, we can use your file for printing. The quality of production is greatly enhanced by going directly to plate from your file rather than using a hard copy original. When placing your print order, you can email your file to Jim Ahern. If the file is too large for e-mail, please attach the file to our FTP site ([ftp.state.mt.us](ftp://ftp.state.mt.us)). The user name is ftp52 and the password is "print." Instructions for using the FTP site can be found at <http://www.discoveringmontana.com/doa/gsd/Downloads/Instructions.pdf>. This site can be used for print orders for internal print jobs and for contracting orders for private vendors. Files are especially important for the color photocopy projects. The quality is noticeably better than copying from a hard copy. For more information call 444-3053.

PUBLIC VEHICLE FUELING

Wright Express Contract. The current contract with Wright Express ends this fall. The State Procurement Bureau will be issuing an RFP shortly to ensure there will be no interruption to the gas card program. If you have any questions relating to this program please contact Devin Garrity at 444-3366.

TERM CONTRACTS UPDATE

Standard Printed Envelopes, TC 173-06C. Beginning July 1, 2005, the new vendor for standard printed envelopes is Advanced Litho Printing, 226 Ninth Avenue South, Great Falls, MT 59405, (800) 649-0393. The term contract is available on the GSD website at the following website address:
<http://www.discoveringmontana.com/doa/gsd/procurement/termcontracts.asp>.

THINK ABOUT IT

*Gratitude is the most
exquisite form of courtesy.*
Jacques Maritain

PURCHASING CARD PROGRAM

Bon Voyage Paris! Effective August 15, 2005, all current GE Capital purchasing cards will be turned off. The new cards will be completely distributed to agency coordinators by July 20, 2005, and available for use August 1, 2005. The State Procurement Bureau will provide training for U.S. Bank Access On-Line, which is its version of GE Capital's Paris program, the first week of August. Please contact Devin Garrity at 444-3366 if you have any questions.

SABHRS UPDATE

Purchasing Module Help Desk. The Help Desk function for the Purchasing Module has been transferred to the Administrative Financial Services Division of the Department of Administration. Please contact Janet Atkinson at 444-4669 for assistance.

ENERGY PROCUREMENT

Natural Gas Contract. The State has issued a contract with Jefferson Energy Trading to supply the Capitol Complex, the Universities, and multiple cooperative agencies with natural gas. The contract, SPB05-1070D, goes into effect July 1, 2005, through June 30, 2007, with the possibility of three one-year renewals. The cost of natural gas has risen to 12 percent over the last contract. Some of the University campuses have implemented an energy surcharge to help offset the increase. For more information, contact Devin Garrity at 444-3366 or dgarrity@mt.gov.

PURCHASING USERS GROUP

The fall meeting of the Purchasing Users Group will be Thursday, September 22, 2005, from 1 p.m. to 4 p.m. in the Public Health and Human Services Auditorium, 111 North Sanders in Helena.

ABOUT THIS NEWSLETTER

"GSD Update" is published quarterly by the General Services Division of the Montana Department of Administration. For more information, or to get on the mailing list, contact us at (406) 444-2575. Our address is: P.O. Box 200135, Helena, MT 59620-0135. Fax number: (406) 444-2529. Website address: www.mt.gov/doa/gsd.